Fall Dates to Remember:

**Law**
- Last Day of Classes: **Thursday, December 3**
- Last Day of Finals: **Friday, December 18**
- Last Dining Meal Usage: **Mon. Dec. 21 - Dinner**
- Last Dining Dollar Usage: **Wed. Dec. 23 - 6pm**
- Fall Resident Checkout (if you are not returning for Spring): 24 hours after last final exam or Saturday, December 19 by noon, whichever comes first

**Undergraduate and Graduate**
- Last Day of Classes: **Monday, December 14**
- 24 Hour Quiet Hours Begin: **December 14 at 7pm**
- Last Day of Finals: **Tuesday, December 22**
- Last Meal Usage: **Monday, Dec. 21 - Dinner**
- Last Dining Dollar Usage: **Wed. Dec. 23 - 6pm**
- Fall Resident Checkout (if you are not returning for Spring): 24 hours after last final exam or Wednesday, December 23 by noon, whichever comes first

**Intersession Info:**
- Intersession Dining: **Refer to www.sandiego.edu/aux/hours.php**
- Intersession Move Out: **Friday, January 22 at noon** if you are not returning for spring. If you have an exam you can extend to check out at 8pm but must provide Res Life documentation of your final.

Your Residence Hall is continuous occupancy. This means that you will have full access from December 23 through January 22 (including intersession) at no additional cost. You should not need to update your Torero ID to gain access - however, if you have any issues please contact the Res Life Office at 619.260.4777. There will be limited staff in the buildings so in case of emergency please contact Public Safety at 619.260.2222 (emergency) or 619.260.7777 (non emergency).

If you are leaving your room for an extended period
- Clean your room before you leave - please remember to clean your kitchen, bathroom, living room, bedroom and remove all trash and recycling from the apartment.
- Consider cleaning carpets/floors, doors, windows, bed, and desk before departing.
- Coordinate with your roommates regarding cleaning responsibilities.
- Do not leave any perishable items in your room - including food and plants.
- Remove all trash and holiday decorations to avoid additional fees.

Only artificial trees that are fire retardant may be used in the Res Halls - Trees and all decorations must be removed by December 23 to avoid fees.
THINGS TO REMEMBER!

- Please respect your neighbors - in upperclass and graduate/law areas finals range from Dec 3 through Dec 22 - Noise Violations after Dec. 14 will result in fees of $25 without previous warning for violations.

- If you are staying for any part of the break including intersession please complete the google form sent by your Community Director by December 14 at noon.

- The student code of conduct and all Residential Life policies are in effect during break.

- Manchester Desk will be staffed starting January 4th and hours will be posted at the desk.

- If you are leaving for an extended period please remove perishable food from your fridge.

- USD will not take responsibility for any valuables left behind in your space. Please plan accordingly.

- IMPORTANT - Make sure all your screens are properly installed, your windows are shut and locked, and that sash locks have been properly installed. Ground floor windows must have blinds closed and the rest must have blinds open.

Room Change Request Information

- Room Change Request Forms were due via the online eform by December 1, 2015 by 5pm, both in order to change rooms yourself, or bring a friend into an open space in your room for spring.

- Residents who submit forms after the December 1 deadline will not be guaranteed a room change before spring semester 2016.

- If there is an open space in your room or apartment it must remain Move In Ready. Your open space must be ready to receive a roommate at all times - empty bed, empty desk - all open spaces will be used.

Spring Vacancies

- You must complete a predetermined cancellation eform if you are graduating, studying abroad, taking a leave, or getting married. If you do not meet these qualifications you must complete a personal cancellation form.

  **Cancellations are not automatic and will be verified!**

- If you are cancelling for the spring, your form must be submitted by Dec. 23, or risk additional fees.

- You need to expect an incoming roommate if you have a vacancy in your bedspace or apartment.

**FOR ALL VACANT SPACES:**

- the open space should be cleared of items
- extra desk is empty
- extra chest of drawers cleaned and clear
- no personal items on or underneath the extra bed
- common space should be clean and tidy
- leave space in the closet for incoming roommate
- housekeeping will clean vacant space during break so make sure you comply with the above!